

**U.S. EMBASSY KUWAIT  
VACANCY ANNOUNCEMENT NO. 020-15**

**OPEN TO:** ALL INTERESTED CANDIDATES

**POSITION:** INFORMATION ASSISTANT  
FSN-6105-08\*; FP-06\*\*

**OPENING DATE:** April 21, 2015

**CLOSING DATE:** May 4, 2015

**WORKING HOURS:** FULL -TIME; 40 hours/week

**SALARY:** Full Performance Level: Not-Ordinarily Resident (NOR)  
US\$ 45,487 p.a. (Starting Salary); Position Grade: FP-06  
(\*\* Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR): KD9,556 p.a. (starting salary)  
(Position Grade FSN-08)  
\*Actual grade and salary will be based on the qualifications  
of the applicant.

**IMPORTANT NOTE:**

All U.S. Citizens (USEFMs, EFM's or MOHs as defined below) of U.S. Government Employees assigned to the Mission and under Chief of Mission (COM) authority are eligible for consideration. A U.S. Citizen EFM does not have to be residing in country to be considered but the sponsoring officer under COM authority does have to be officially assigned to post.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (see Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Kuwait is seeking an individual for employment in country for the position of an Information Assistant in the Public Affairs Office.

**BASIC FUNCTION OF POSITION:**

The Information Assistant works under the guidance of the Information Specialist and the Information Officer (IO) to monitor local media, draft daily media products for Washington and the Mission, provide media support for a variety of Public Affairs Section and Mission initiatives, develops and maintains media and government contacts in furtherance of Mission strategic objectives.

**Duties include:**

- Reviews Kuwaiti media and informs Information Specialist and IO of important developments through daily briefings, monitors broadcast, prints, social media for trends and content to be considered for media reports. Drafts daily media reports. Receives and processes inquiries from the local press, advises IO of programming opportunities based on research of current developments in host country, initiates, plans, designs and implements proactive and creative media outreach programs to promote U.S. views on issues central to the Integrated Country Strategy (ICS).



- Initiates and maintains contact with reporters, editors, and social media figures for the purpose of disseminating Embassy materials, ensures proper follow-up with these contacts and identifies potential IV candidates from the local media.
- Organizes and coordinates media coverage for speaker and performance programs this includes drafting, translating and placing press releases and program announcements, arranging print, radio and TV interviews, and drafting follow-up reports on media coverage.
- Arranges press conferences for visiting senior USG and US military officials, including coordinating closely with public affairs personnel in Kuwaiti ministries and Kuwaiti Armed Forces, inviting appropriate media representatives, conducting pre-event media site visits, supervising on-site media activities, and drafting follow-up reports on media coverage may serve as interpreter at press conferences.
- Drafts memos and other correspondence, provides translation into English and Arabic, both oral and written, as needed, and serves as back up in the absence of the Information Specialist.

(NOTE: A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.)

## **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University degree in liberal arts, political science, journalism, international relations, or communications.  
Education may be substituted with experience in accordance with Department policy.
2. Two years of progressively responsible experience in the communications, media, marketing, public relations, public information, or related field.
3. Level IV (Fluent) Reading/Writing/Speaking English and Arabic.  
Note: Language skills will be tested.
4. Must have extensive knowledge of Kuwait's media, political, economic, social, and educational structure; of its institutions, key figures in the mass media, professions, government, and other circles. Knowledge of State Department programs, public affairs techniques, and U.S. foreign policy concerns.
5. Must be skilled in the use of MS Office and Outlook.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

NOTE: Only qualified applicants will be called for a test/interview.

## **ADDITIONAL SELECTION CRITERIA**



1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY**

Interested applicants for this position **must** submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174), which is available on the Embassy's website:  
<http://nea.p.state.sbu/sites/kuwait>; **OR**
2. A current résumé or curriculum vitae that provides the same information found on the UAE (DS-174) (see Appendix B); **OR**
3. A combination of both (i.e., Sections 1-24 of the UAE along with the listing of the applicant's work experience attached as a separate sheet; **AND**
4. Copy of high school certificate or equivalent; **AND**
5. Copy of the Civil ID or passport (including the residence permit page); **PLUS**
6. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

### **SUBMIT APPLICATION (BEFORE THE CLOSING DATE) TO:**

Human Resources Office  
U.S. Embassy Kuwait  
Bayan, Block 13, Al-Aqsa Mosque Street

**OR**

Email the application to: [HROKuwait@state.gov](mailto:HROKuwait@state.gov)

NOTE: Incomplete or late applications will not be considered.

### **POINT OF CONTACT**



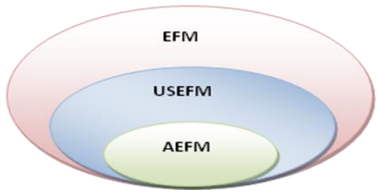
**CLOSING DATE FOR THIS POSITION: COB May 4, 2015**

The U.S. Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices and/or courts for relief.



## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51% dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51% dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, incapable of self-support.
2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - U.S. Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
    - a) Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    - b) Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
  - Is a U.S. citizen; and
  - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and



- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, (i.e., a direct-hire Foreign Service, Civil Service or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority); and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity.

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

An MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. An MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).



## Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle & Last Names as well as any other names used
- F. Current Address, Day, Evening and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number;
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship;, Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership & Recognition
- Q. Language Skills
- R. Work Experience
- S. References